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Chief, Management Staff

9 January 1959

Chief, Records Management Staff

Report for Period 18 December 1958 Through 7 January 1959

1. Contributions

a. Tangible

(1) The Records Center received 720 cu. ft. of inactive records from four offices and destroyed 185 cu. ft. Of the total inactive records received, 464 cu. ft. came from DD/P.

(2) Completed four new and nine revised forms. Discontinued ten obsolete forms.

(3) In participation with [redacted] clerical staff, completed expansion of subject-numeric file to include non-administrative material. Modified the Agency filing handbook to permit its use as an index and file plan for DD/Pers/PD. Retired six cu. ft. of inactive records. 25X1

(4) Contributed to the following accomplishments of the recently terminated ad hoc committee to reduce pouch weight:

	July 1958	November 1958
Total Monthly Pouch Weight	5,340 lbs.	4,362 lbs.
Total Monthly Forms Pouch Weight	3,141 lbs.	1,232 lbs.
Percent of Forms Weight to Total Pouch Weight	58.9%	28.2%

b. Intangible

(1) Developed floor plans for the General Counsel Law Library in the new building.

(2) Recommended to Supply Division an improved format for its catalog of field forms.

(3) Eliminated a forms supply problem by arranging for immediate shipment of supplies of cable forms direct from the Depot to the Cable Secretary.

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(4) Recommended dust canopies for the General Counsel shelf file installation. Project is now complete.

2. Assignments - Active

a. Forms

(1) Nine new and 19 revised forms pending.

(2) Printing Services Division Survey. Final report being written.

(3) Revision of Travel Order.

(4) Teletype Dissemination Information Reports and Systems.

(5) Revision of Dispatch Form.

(6) Improved Management of Stocked Forms.

b. Shelf Filing

(1) Office of Personnel.

(2) IR/OCR. Installation of equipment completed.

(3) Acquisition Branch Library/OCR.

(4) Map Library Division/OCR.

25X1 (5) [redacted] Contract Division. Plans and specifications forwarded to [redacted] 25X1

(6) IR Division/DD/P. Requisition for equipment forwarded to Logistics.

(7) Office of Security/Building 13. Requisition for shelving forwarded to Logistics.

c. Filing Systems

(1) Office of Personnel Subject-Numeric Files. Completed installation in Office of DD/Pers/PD. Installation in process in Employee Relations Branch.

(2) DD/FDD Translation Index.

(3) Contract Personnel Division/OP Card Index.

(4) Office of Communications [redacted] 25X1

(5) Special Planning Assistant/DD/S Subject-Numeric File.

(6) Executive Secretary/IR/DD/P Card Index.

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d. Audit and Revision of Records Control Schedules

(1) Medical Staff

(2) OCR

e. Special Projects

(1) Headquarters File Cleanup Campaign. Completed draft of "Vol. II. Management Tools" and a publicity flier for the campaign.

(2) Review of OCR Clerical Training in Filing Systems. Developing an improved lesson plan and visual aids.

f. Vital Materials

(1) To date, the survey of finished intelligence on deposit in the central OCR collection at the Repository has pinpointed 27 series as being non-vital, and established retention periods of from three months to three years on 49% of the collection.

(2) A review of documents contained on OCR Library Batch Microfilm will make possible the destruction of 3,884 reels and some 450,000 tab cards used as an index to them.

3. Assignments - Inactive

a. OSI Subject-Numeric Files Installations.

b. Machine Records Division Files Survey.

4. News

a. Five members of the Staff attended the O&M Luncheon Conference on "Source Data Automation."

b. Supply Division has been furnished an inventory of 219 forms it uses, with the understanding that the need for each form and its related procedures will be thoroughly reviewed.

25X1

Mgt/S/RMS/[redacted] (9 Jan. 59)

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